



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**U.S. ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD**  
**FORT HOOD, TEXAS 76544-5000**

IMWE-HOD-HR

AUG 5 2010

MEMORANDUM FOR All Fort Hood Garrison Personnel

SUBJECT: Orientation for New Employees (ONE)

1. References.

- a. DA Pam 623-3, Evaluation Reporting System, 13 August 2007
- b. IMA Pam 600-1, Workshop Development Program, 5 November 2004
- c. IMA Pam 600-2, Orientation for New Employees (ONE), 8 September 2005
- d. Army Reg 690-400, Total Army Performance Evaluation System, 16 August 1998
- e. AR 350-1, Army Training and Leader Development, 18 December 2009

2. Purpose. This memorandum provides procedures for implementation of Installation Management Command's (IMCOM's) ONE program and delineates organizational responsibility. The ONE program was developed to in-process new civilian employees/Soldiers to IMCOM organizations and to ensure standardization throughout Garrisons.

3. Applicability. This policy applies to all newly assigned Garrison personnel (civilian employees/Soldiers).

4. Scope. The manner in which civilian employees/Soldiers are welcomed and integrated upon their arrival into the USAG Fort Hood should be a source of organizational pride and a clear reflection of the professionalism of the leaders, supervisors and civilian employees/Soldiers of the Garrison Team. New members of the Team will look toward leaders to provide guidance, assistance and a well planned integration into their new organization. How we, as leaders and supervisors, accomplish this is an indicator of the pride, professionalism and genuine care and concern for people and the welfare of the USAG Fort Hood Team.

5. Objective. Civilian employees/Soldiers assigned to USAG Fort Hood complete the IMCOM ONE training program in accordance with the following guidance:

- a. Phase I, Civilian employees/Soldiers receive sponsor letter prior to arrival at new organization. Civilian employees/Soldiers in-processing will be completed within 1 week.

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b. Phase II, Job Site Orientation will be completed within 30 days using USAG Fort Hood ONE Program In-processing Checklist (Fort Hood Form 25-42) (enclosure 1).

c. Phase III, Garrison Orientation for New Employees will be held monthly and all civilian employees/Soldiers new to Garrison are required to attend. Orientation will include Department of Army policies, IMCOM mission, career development, performance management and mandatory training requirements.

6. Duties and Responsibilities.

a. Deputy Garrison Commander. Responsible for overseeing the implementation of IMCOM ONE Program.

b. Civilian Personnel Advisory Center (CPAC).

(1) Complete civilian employee in-processing for Phase I of IMCOM ONE Program.

(2) Provide organization, name and scheduled entrance on duty date (EOD) of new civilian employees (NAF and AF) to Garrison by the last working day of each pay period. Email list to the WFD Office at [hood.dhr.wfd.cldp@conus.army.mil](mailto:hood.dhr.wfd.cldp@conus.army.mil).

c. Installation Directorates/Installation Support Offices (ISD/ISO).

(1) Responsible for ensuring that all administrative personnel and first-line supervisors under their command are following the proper procedures to ensure that all new civilian employees/Soldiers are completing in-processing and ONE Program requirements.

(2) Validate new civilian employees list provided by Workforce Development (WFD) Office and provide names of new Soldiers assigned to Garrison.

d. Directorate of Human Resources (DHR), Workforce Development Office.

(1) Publish, implement and evaluate IMCOM ONE program for the Garrison.

(2) Evaluate, coordinate, and implement revisions to improve the employee orientation process and ONE program policy and information.

(3) Coordinate with directorate POCs and CPAC for entry on duty (EOD) dates of new civilian employees/Soldiers to Garrison.



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(4) Track completion of the ONE Program and report non-compliance to the Garrison Commander.

(5) Distribute and collect ONE Program Completion Surveys at Garrison Orientation for New Employees (enclosure 2).

(6) Schedule monthly Garrison ONE briefing and post information on WFD Office share point site for directorates to schedule new civilian employees/Soldiers for orientation.

(7) Provide IMCOM ONE program status reports for Garrison and Region levels (enclosure 3).

e. First-Line Supervisors.

(1) Assign a sponsor to assist the new civilian employee/Soldier prior to and during orientation process.

(2) Prepare for the Division Chief's signature (or Director if the employee is coming in at a higher level), a welcome letter that identifies the name of the sponsor. The welcome letter should be mailed to employee as soon as they accept final offer (Sample at enclosure 4).

(3) On day one, review USAG Fort Hood ONE Program In-Processing Checklist (Fort Hood Form 25-42) with employee and continue to work with employee until completed. Checklist must be completed within 30 days of entrance on duty date.

(4) Assist employee with Individual Development Plan (IDP) for civilians and training plan for Soldiers.

(5) Provide a copy of completed USAG Fort Hood ONE In-Processing Checklist with civilian employee/Soldier and supervisor signatures to your directorate administrative POC within first 30 days of employment.

(6) Schedule welcome meeting with the Division Chief (or Director if the employee comes in at a higher level) for new civilian employee/Soldier.

(7) Civilian employees enrolled in a career program or career field should meet with their Career Program Manager or Career Field Manager or representative to discuss training goals, which should be captured on the IDP.

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(8) Grant civilian employees/Soldiers time to complete the following actions:

(a) Obtain Common Access Card (CAC) or Civilian Identification Card DA Form 1602. Civilian employees must wait until CPAC has processed personnel actions and has copy of SF50 and obtain DD1172 from administrative POC.

(b) Register for benefits during first week of employment (civilians) if applicable. Benefits information is located at [www.abc.army.mil](http://www.abc.army.mil)

(c) Register vehicle on post.

(d) Civilian employees will complete an IDP and Soldiers will complete training plan within 30 days of employee EOD date (civilians).

(e) Complete two mandatory on-line initial training requirements – Anti-Terrorism Training and Constitution Day Course during the first week of employment.

(f) Attend Garrison Orientation for New Employees within the first 60 days of employment.

(g) Review the on-line ONE Program information for Phases I, II and III  
<http://www.imcom.army.mil/hq/directorates/hr/workforce/one/>

f. Administrative Personnel.

(1) Initiate and collect Fort Hood Garrison In-processing Form (Sample at enclosure 5).

(2) Initiate Fort Hood Form 25-42 In-Processing Checklist with new employee. Schedule Garrison Orientation for New Employee on WFD Share Point Site and annotate on page 2 of Fort Hood Form 25-42.

(3) Verify civilian employee received copy of position description (PD) from CPAC if not provide a copy to employee.

(4) Provide copy of Notification of Personnel Action (civilians) and DD1171 to obtain CAC.

(5) Collect and maintain employee's copy of employee's IDP or training plan.

(6) Provide a copy of completed USAG Fort Hood ONE Program In-Processing

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Checklist with employee and supervisor signatures, to DHR, WFD Office, within first 30 days of employment. This may be done by fax (287-7352), distribution services or email ([hood.dhr.wfd.cldp@conus.army.mil](mailto:hood.dhr.wfd.cldp@conus.army.mil)).

7. Proponent. The Director of Human Resources is the proponent for this policy. The point of contact is Director of Human Resources, Workforce Planning Specialist, Valerie Rice at (254) 285-5543 or [valerie.m.rice@us.army.mil](mailto:valerie.m.rice@us.army.mil).

8. Expiration. This policy memorandum will remain in effect until superseded or rescinded.

5 encls

  
MARK A. FREITAG  
COL, AR  
Commanding



**ORIENTATION FOR NEW EMPLOYEES**  
**USAG FORT HOOD ONE PROGRAM IN-PROCESSING CHECKLIST**

**SECTION 1 - INSTRUCTIONS**

**INSTRUCTIONS:** It is the responsibility of the supervisor to ensure the employee is properly in-processed. At a minimum, discuss the information outlined in Sections II and III with the employee. *If an item does not apply to the employee, the employee's supervisor should indicate N/A.*

When all topics have been discussed and the employee is properly in-processed, the employee and supervisor sign and date the form and return it to the Directorate of Human Resources, Workforce Development Office (WFD), through mail and distribution, or through e-mail at hood.dhr.wfd.cld@conus.army.mil or by fax at 254-287-7352.

**SECTION II - EMPLOYEE CHECKLIST**

1. NAME:	2. DATE:
3. NEW OFFICE:	4. TELEPHONE NUMBER:
5. Prior to the start date, was a sponsor assigned to the new employee? <input type="checkbox"/> YES <input type="checkbox"/> NO	
6. Was a welcome letter sent to the new employee? <input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> 7. Provide employee a copy of the position description and clarify terms of employment, job duties, and performance expectations.	
<input type="checkbox"/> 8. Introduce the work area, setting, rules, procedures, goal(s) of the organization, and the Mission and Vision Statement of the organization (include organization charts).	
9. DISCUSS:	
<input type="checkbox"/> Work schedules, accountability, breaks, overtime, reporting of time (ATAAPS), leave policy and parking.	
<input type="checkbox"/> Telephone use; etiquette; voicemail; internet use; and customer service philosophy.	
<input type="checkbox"/> Inclement weather procedures/policy, fire emergency procedures, and organization safety plan (reporting to work injuries, work hazards).	
<input type="checkbox"/> Organizational instructions on network sharing of information.	
<input type="checkbox"/> FOIA and confidentiality/protection of sensitive information.	
<input type="checkbox"/> Access and enrollment of benefits.	
<input type="checkbox"/> Civilian Education System (CES).	
10. DISCUSS / OBTAIN:	
<input type="checkbox"/> ATAAPS access (timekeeper).	
<input type="checkbox"/> Building access and issuance of keys (key control officer).	
<input type="checkbox"/> Common access card (ID Card Section).	
<input type="checkbox"/> E-mail network account (IMO).	
<input type="checkbox"/> Emergency notification information.	
<input type="checkbox"/> Government credit card and required training (travel) (defense travel administrator).	
11. DISCUSS IF APPLICABLE:	
<input type="checkbox"/> Use of government vehicle / training (if applicable).	
<input type="checkbox"/> Random drug testing procedures (if applicable).	
<input type="checkbox"/> Security clearance and training requirements (Security Officer).	
<input type="checkbox"/> 12. Tour building and introduce to staff.	
<input type="checkbox"/> 13. Identify location, use, and access of copiers and fax machines, and location of supplies.	
<input type="checkbox"/> 14. Assist in development of employee Individual Development Plan (IDP) (Civilians).	
<input type="checkbox"/> 15. Inform employee of all mandatory training requirements.	
16. TO BE COMPLETED WITHIN 30 DAYS OF EMPLOYEE START DATE:	
<input type="checkbox"/> Provide employee with a copy of notification of personnel action (SF 50-B) within 30 days of hire date.	
<input type="checkbox"/> Conduct initial counseling and establish performance standards IAW Army Regulation 690-400.	
<input type="checkbox"/> Ensure employee has a complete IDP.	
<input type="checkbox"/> Ensure employee obtains a common access card (CAC).	

17. ENSURE MANDATORY TRAINING IS COMPLETED OR ATTENDANCE HAS BEEN SCHEDULED:

<input type="checkbox"/> SAEDA	Date completed: _____
<input type="checkbox"/> OPSEC	Date completed: _____
<input type="checkbox"/> Anti-terrorism	Date completed: _____
<input type="checkbox"/> Constitution Day Course	Date completed: _____
<input type="checkbox"/> Information Assurance	Date completed: _____
<input type="checkbox"/> Ethics Training	Date completed: _____
<input type="checkbox"/> Prevention of Sexual Harassment	Date completed: _____
<input type="checkbox"/> Equal Employment Opportunity (employee/supervisor)	Date completed: _____
<input type="checkbox"/> Substance Abuse Training	Date completed: _____
<input type="checkbox"/> CES foundation (if hired after Feb 2006)	Date completed: _____
<input type="checkbox"/> CES basic course for supervisors (if needed)	Date completed: _____
<input type="checkbox"/> Garrison Customer Service training (employee/supervisor).	Date completed: _____

18. Employees:

☐ Visit the ONE training program posted on the IMCOM Webpage at <http://www.imcom.army.mil/site/hr/one>.

☐ Attend scheduled Garrison Orientation for New Employees (ONE).

☐ Enroll in benefits using Army Benefits Center at <https://www.abc.army.mil/> (if applicable).

☐ Complete the ONE program survey at Garrison Orientation for new employees.

☐ Access the ADPAAS Website at <https://adpaas.army.mil>. View video and update/verify "My Tab" information.

**SECTION III - WEBSITES AND EMPLOYEE TOOLS**

19. EMPLOYEE TOOLS

Anti-Terrorism Training IAW AR 350-1, Army Training and Education: <https://atlevel1.dtic.mil/at>.

Army Knowledge Online (AKO): <https://www.us.army.mil/>.

Army Forms: [www.http://www.army.mil/usapa/eforms/](http://www.army.mil/usapa/eforms/).

Army Publications: [www.http://www.army.mil/usapa/epubs](http://www.army.mil/usapa/epubs).

Army Training Requirements and Resources System (ATRRS): <https://www.atrrs.army.mil>.

Automated Individual Development Plan: <https://www.atrrs.army.mil/channels/chrtas/>.

Civilian Education System (CES): <http://www.amsc.belvoir.army.mil/admissions/>.

Computer Security Awareness (IA), IAW AR 380-5: <https://iatraining.us.army.mil>.

Constitution Day Training, IAW Congressional Appropriations Bill H.R., P.L. 108-447: <http://constitutionday.cpms.osd.mil>.

Defense Travel System (DTS): <http://www.defensetravel.osd.mil/dts/site/>.

Installation Management Command (IMCOM): Home page <http://www.imcom.army.mil/site/command/>.

HR for Supervisors: <https://www.atrrs.army.mil/channels/chrtas/default.asp?page=logon.isp>.

Total Army Performance Evaluation System (TAPES): [http://www.army.mil/usapa/epubs/pdf/690\\_400.pdf](http://www.army.mil/usapa/epubs/pdf/690_400.pdf).

Military Personnel Performance Evaluation: [http://www.army.mil/usapa/epubs/623\\_series\\_collection\\_1.html](http://www.army.mil/usapa/epubs/623_series_collection_1.html).

**SECTION IV - SCHEDULING AND REVIEW**

20. EMPLOYEE IS SCHEDULED FOR GARRISON ORIENTATION FOR NEW EMPLOYEES (ONE) ON:

Date/Time: \_\_\_\_\_ Bldg. No./Room No.: \_\_\_\_\_

21. INFORMATION LISTED HAS BEEN DISCUSSED AND REVIEWED WITH THE EMPLOYEE:

21a. EMPLOYEE NAME (PRINT) \_\_\_\_\_

21b. SIGNATURE: \_\_\_\_\_

21c. SUPERVISOR NAME (PRINT): \_\_\_\_\_

21d. SIGNATURE / DATE: \_\_\_\_\_

## ONE Completion Survey

### US Army Garrison, Fort Hood, Texas Orientation for New Employees (ONE) Completion Survey

Employee Name(Optional) \_\_\_\_\_ Date \_\_\_\_\_

Directorate Name \_\_\_\_\_ Date \_\_\_\_\_

Please rate the ONE Program on the following scale (when applicable).

Strongly Disagree – 1 2 3 4 5 – Strongly Agree

1. The ONE information presented by my employing organization was clear and concise  
(circle one) Comments/areas for improvement: 1 2 3 4 5

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2. The information provided in the ONE package was helpful. 1 2 3 4 5  
Comments/areas for improvement:

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3. A sponsor was assigned to assist me during my orientation process. Yes \_\_\_ No \_\_\_  
My sponsor was helpful in orientating me to my office. 1 2 3 4 5  
Comments/areas for improvement:

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4. I received a mailed welcome letter after I accepted my position. Yes \_\_\_ No \_\_\_

5. The in-processing packet and checklists were provided and easy to follow.  
1 2 3 4 5

6. I completed the USAG-Fort Hood Phase III Formal Training Orientation?  
Yes \_\_\_ No \_\_\_ Phase III Formal Training was helpful. 1 2 3 4 5

Please identify any area of improvement, if any, to make this ONE program better.

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*Please submit a completed copy of this survey at the end of the Phase III  
Formal Training of the Orientation for New Employees (ONE) Program to the WFD POC.*

Encl 2



## Region Consolidation Report for ONE Program

Semi-annual Region Consolidation Report for Orientation for New Employees (ONE)  
Program

Region Name \_\_\_\_\_ Assessment Period \_\_\_\_\_

Please report on how your Region was evaluated. Enter your total number of response

Strongly Disagree -            1            2            3            4            5 -Strongly Agree

Information Clear & Concise   1            2            3            4            5

ONE Package helpful            1            2            3            4            5

A Sponsor Assigned            1            2            3            4            5

Welcome Letter Received    1            2            3            4            5

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How can the ONE program be improved?

Additional Comments:

Please return completed forms to the HQ IMCOM, Workforce Development Division  
POC.

Encl 3

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**Welcome Letter (Sample)**  
IMPC-XX-XX

MEMORANDUM FOR Name, Complete Mailing Address

SUBJECT: Welcome Letter

On behalf of the Soldiers, Civilians, and Family Members of the United States Army Installation Management Command's (IMCOM) US Army Garrison, Fort Hood, Texas. I welcome you to the (name of directorate/division) family. I have assigned Mr. /Ms./Mrs. (full name) as your sponsor; he/she will assist you during your transition and answer any questions you may have about your new assignment, the directorate and the Garrison. Mr. /Ms./Mrs. (last name) will contact you prior to your arrival to assist you and answer any questions you may have. You can reach him/her at (808)-XXX-XXXX or DSN XXX-XXXX. Once you arrive, he/she will assist you with local transportation, walk you through your in-processing, help set up any required appointments and introduce you to your chain of command and co-workers.

Your assignment as a member of the (division) team will be professionally and personally challenging and rewarding. We have a vital mission in the Army to (insert directorate/division mission). Our role is essential in supporting the Army's mission readiness and execution, and to enable the well being of Soldiers, Civilians and Family Members. We look forward to your arrival and want to do everything possible to assist you in your new assignment.

I look forward to meeting you personally.

XXXXXXXXXXXX  
Chief, XXXXXXXXXX

Encl 4

## US ARMY GARRISON, FORT HOOD, TEXAS, IN-PROCESSING FORM

### DATA REQUIRED BY THE PRIVACY ACT

Authority: Title 10 SC, section 3013; E.O. 9397, Principle Purpose(s): To provide supervisors with emergency/non-emergency notification data and to process administrative and personnel actions. Routine Uses: For use in the IMCOM alert roster, the IMCOM database for training reports, PERSTEMPO management, rating schemes, social rosters, key personnel rosters, and administrative and personnel actions. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Disclosure is voluntary, but failure to do so may result in inaccurate or incomplete information on yourself and your family members which could have an adverse effect in emergency notification or routine administrative and personnel actions and reports/rosters.

NAME: (LAST) \_\_\_\_\_ (FIRST) \_\_\_\_\_ (MIDDLE) \_\_\_\_\_

DATE OF BIRTH (MM/DD) \_\_\_\_\_

POSITION TITLE \_\_\_\_\_ SERIES/GRADE/STEP \_\_\_\_\_

DIR/DIV/BRANCH \_\_\_\_\_ SUPERVISOR NAME \_\_\_\_\_

DUTY PHONE NUMBER \_\_\_\_\_ SPONSOR NAME \_\_\_\_\_

ENTRANCE ON DUTY DATE TO USAG-FORT HOOD, TX \_\_\_\_\_ SERVICE COMP DATE \_\_\_\_\_

SPOUSE'S NAME \_\_\_\_\_ CHILDREN(S) NAME(S) \_\_\_\_\_

RESIDENTIAL ADDRESS: \_\_\_\_\_

HOME PHONE NUMBER \_\_\_\_\_ CELL PH # \_\_\_\_\_ ADD TO SOCIAL ROSTER: YES \_\_\_\_ NO \_\_\_\_

EMERGENCY CONTACT NOTIFICATION (NAME, RELATIONSHIP, ADDRESS, PHONE NUMBER – SOMEONE OTHER THAN YOUR SPOUSE): \_\_\_\_\_

### INPROCESS THRU THE ADMINISTRATIVE SERVICES DIVISION:

GPC CARD HOLDER: YES \_\_\_\_ NO \_\_\_\_ DATE TRAINING COMPLETED (IF YES) \_\_\_\_\_

ATAAPS INFORMATION AND ACCESS- INITIAL & DATE \_\_\_\_\_

ISSUE DD 2875: YES \_\_\_\_ NO \_\_\_\_

COMPLETE REQUEST FOR E-MAIL/COMPUTER ACCESS: YES \_\_\_\_ NO \_\_\_\_ DATE: \_\_\_\_\_

### INPROCESS THRU THE SECURITY MANAGER FOR:

CLEARANCE VERIFICATION: YES \_\_\_\_ NO \_\_\_\_ LEVEL (IF YES) \_\_\_\_\_

ANTI-TERRORISM/FORCE PROTECTION BRIEFING DATE \_\_\_\_\_

SYSTEM SECURITY AWARENESS CERTIFICATION (COMPUTER ACCESS) \_\_\_\_\_

SECURITY MANAGER/ISO INITIALS/DATE \_\_\_\_\_

### INPROCESS THRU THE HAND RECEIPT MANAGER/KEY CUSTODIAN FOR:

#### SIGNED SUB HAND RECEIPT FOR APPLICABLE ACCOUNTABLE PROPERTY:

HANDRECEIPT MANAGER'S INITIALS/DATE \_\_\_\_\_

OFFICE KEYS: YES \_\_\_\_ NO \_\_\_\_ COMPUTER EQUIPMENT: YES \_\_\_\_ NO \_\_\_\_

### INPROCESS THRU THE IMO FOR:

EMAIL ACCOUNT: YES \_\_\_\_ NO \_\_\_\_

### INPROCESS THRU THE RESOURCE MANAGEMENT DIVISION OR DIRECTORATE POC:

GOVERNMENT VISA TRAVEL CARD ACCT # \_\_\_\_\_ EXIRATION DATE \_\_\_\_\_

ATTENDED DTS TRAININGS: YES \_\_\_\_ NO \_\_\_\_ DATE TRAINING COMPLETED (IF YES) \_\_\_\_\_

MANPOWER INITIALS/DATE \_\_\_\_\_

### COMPLETE IN-PROCESSING THRU THE WORKFORCE DEVELOPMENT (WFD) DIVISION:

IN-PROCESSING FORM TURN-IN COMPLETED: YES \_\_\_\_ NO \_\_\_\_